

**JOB POSTING**

**CONNECTICUT MENTAL HEALTH CENTER  
MENTAL HEALTH ASSISTANT 2-CM100410  
"OPEN TO STATE EMPLOYEES ONLY"**

**PLEASE NOTE:** The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: CONNECTICUT MENTAL HEALTH CENTER

Program/Unit: Acute Inpatient 4<sup>th</sup> & 5<sup>th</sup> Floors

Shift/Schedule/Hours: 2nd shift / Week One: Monday, Tuesday, Wednesday, Thursday; Week Two: Saturday, Sunday, Monday, Tuesday  
3:30 P.M. – 12:00 AM (with 4 (five) hours built in overtime). / 28 hours per week

Salary: \$23.52 Hourly

Posting Date: August 14, 2012

Closing Date: August 20, 2012

**Duties include but are not limited to:** Works under the supervision of an RN/ Charge Nurse to ensure the safety and recovery of patients on an acute inpatient unit and/or Transitional living unit. Collaborates with multidisciplinary Teams and assist in identifying patient problems and participate in treatment planning, and establishment of short and long term goals for inpatients. Ensures that all clinical documentation revisions are timely and complete. Conducts inpatient groups such as community meetings, goals group, and orientation meetings, as well as assist with in house patient activities. Participates in implementing health teaching interventions with patients and/or family members as prescribed in the Nursing Care Plan and or CAF. Attends shift reports and participates in nursing and multidisciplinary staff meetings, shift report, committees, and task forces. Obtains vital signs for assigned patients and reports readings that are outside the standard parameters to the RN; Utilizes Clinical Assessment Form (CAF) Master Treatment Plan to identify goals for assigned patients; Observes patients for behaviors that would indicate potential imminent safety risk to self or others; Collaborates with the RN in implementing measures to maintain the safety of patients who are at imminent risk to self and/or others, or is an AWOL potential; Demonstrates ability to assist inpatients with discharge planning, with Activities of Daily Living, i.e. bathing, grooming needs, dental hygiene, toileting and vital signs. Provides unit coverage in the way of upper and lower lounge coverage. Ensuring patient safety by conducting environmental safety rounds and patient 15, 30 min checks, and or 1:1 specials as requested. Participates in the assessment and reassessment process by collection of data throughout the course of a shift hospitalization, documents changes in mental status; Demonstrates interviewing skills that facilitate accurate and comprehensive data collection and documentation in the 24Hr. Nursing Notes on patient you are assigned. Assist Charge Nurses with Admission and orienting patients to the unit. May be required to participate in restraints application, and assist in de-escalation of behavioral dyscontrol, inpatients, must attend and remain up to date on all DMHAS and CMHC mandatory training. May be required to take clients to medical or clinical appointments and or community outings, and fresh air breaks.

**Eligibility Requirement:** This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status **or candidates who have applied for and passed the MENTAL HEALTH ASSISTANT 2 examination**, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply.

**General Experience and Training:** Three (3) years' experience at the level of Mental Health Assistant 1.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Robert Paolitto, Human Resources Specialist  
Connecticut Mental Health Center  
34 Park Street  
New Haven, CT 06519  
Fax : (203) 974-7637  
Email : Robert.paolitto@po.state.ct.us**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-6